



Department of Housing and Community Development

February 13, 2009

NOTIFICATION OF VACANCY

ACCOUNTANT
(Financial Services Specialist I)

POSITION #00308

LOCATION:

DHCD
501 N. 2ND STREET
RICHMOND, VA 23219

HIRING RANGE:

\$32,000 - \$45,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is seeking a detailed individual to fill an Accountant position within the Fiscal Management Office. Essential duties will consist of all activities related to account payable functions including vendor payments, travel, ATV, IAT and the pre-audit and data entry of payments for vendors, contractors, and employees as well as general fund and non-general fund deposits. In addition, the selected individual will maintain internal controls to ensure prompt pay compliance; prepare deposit of funds received; access CARS error file and prepares correction forms; and communicates with vendors and staff to resolve problems. May be assigned to perform other duties as necessary.

QUALIFICATIONS GUIDE:

Considerable knowledge of state accounting policies and procedures, generally accepted accounting principles and practices. Demonstrated ability to apply procedures to agency fiscal needs and to assemble data needed for fiscal reports; to apply and adapt accounting principles, prepares, analyze, and reconcile reports and statements; to understand and develop effective internal control systems in a financial processing environment; and to communicate effectively both orally and in writing. Knowledge of state automated accounting systems including CARS, FINDS, FAACS, and Debt Setoff. Proficient skills in the use of a PC and appropriate software to develop spreadsheets, manage financial data, and produce reports. Graduation from a college or university with course work in business management, public administration, Accounting, finance, or related field or a combination of training and experience. Applicant must have significant progressive experience in accounting operations or account payable.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> FEBRUARY 27, 2009, 5:00 p.m. EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.